Channel Islands Live
Day of Broadcast Instructions
Using Videoconferencing Equipment

This document assumes you have successfully completed the steps outlined in the companion document "Preparing for a Channel Islands Live Broadcast."

1. If you need help operating your videoconferencing equipment, please get help from your school IT support.

2. At least 20 minutes before the broadcast, place a call from your videoconferencing equipment. Perform one of the following, depending on the capabilities of your specific equipment:
    - Initiate a SIP call to **cam@vcoe.org**
    - Initiate an IP call to **11111@207.157.245.40** OR **207.157.245.40##11111**

3. You should either see the NPS/VCOE logos or a view from Anacapa Island and possibly a park ranger. **If you don't see the logos or a view from Anacapa Island within several minutes, refer to the For Assistance section at the end of this document**.

4. Use this interval before the scheduled show time to adjust your local audio settings and turn off classroom lights or close window blinds for the best viewing experience. It is OK to mute your microphone once you are comfortable with your sound check. Be sure to unmute the microphone when the program begins.

5. The web camera position should also be considered. Please be aware of your school's Media Release/Consent Form requirements. Your classroom sounds and image will be broadcast out to passive viewers on the Internet via the park's website.

6. The park ranger will be ready to start the program at the scheduled time. When your class is ready, unmute the microphone. **Introduce yourself and your class to the park ranger.** Relax and enjoy the program!

FOR ASSISTANCE: If you have difficulties, please contact Josh Kaye-Carr at Channel Islands National Park at 805-658-5700 x5919 or x5810. If he is not available, contact Ventura County Office of Education's Help Desk at 805-383-1955. Be prepared to provide the name and phone number or email address of your IT support contact so that we can work with them to resolve any issues.